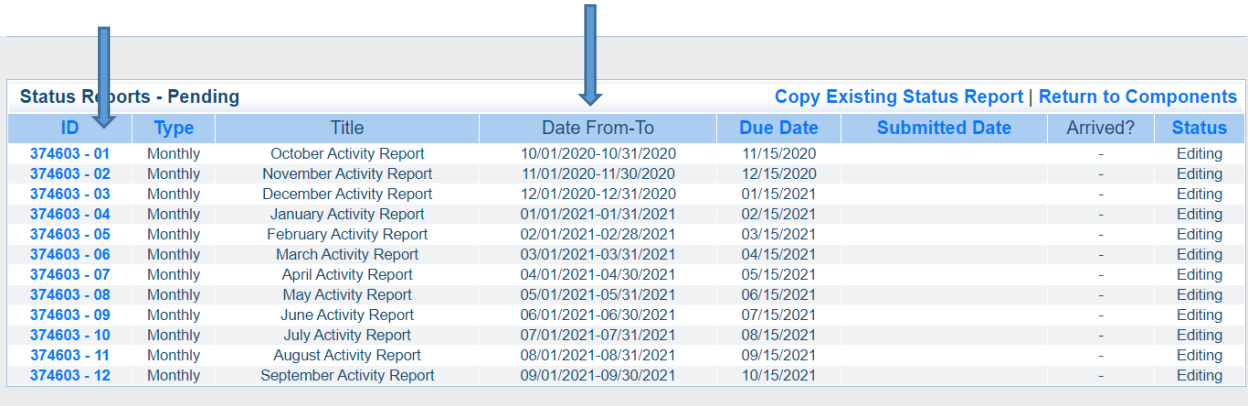
How to submit a **MONTHLY ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year.
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that matches your reporting period



Status Reports - Pending — Copy Existing Status Report | Return to Components

ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
374603 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020		-	Editing
374603 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020		-	Editing
374603 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021		-	Editing
374603 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021		-	Editing
374603 - 05	Monthly	February Activity Report	02/01/2021-02/28/2021	03/15/2021		-	Editing
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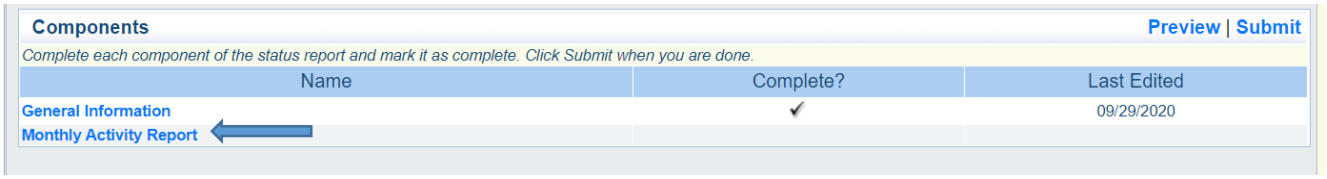
374603 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing

- Click on **Monthly Activity** Report in the table

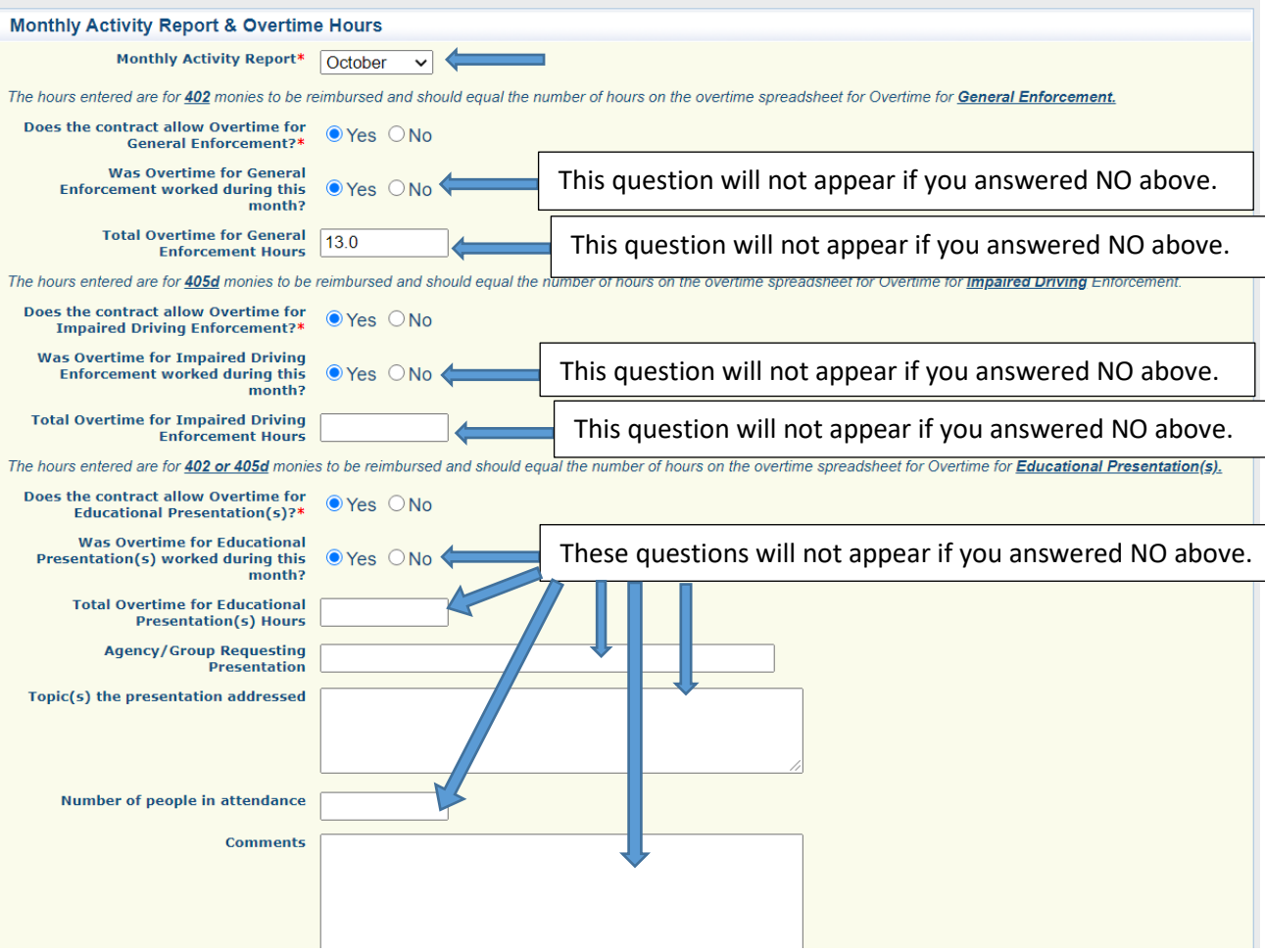


Components — Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	09/29/2020
Monthly Activity Report		

- Select the month in which you are reporting on from the **Monthly Activity Report** drop down menu
- Please note your contract type (402 or 405d or both) and answer the required questions accordingly
- These questions are conditional based on your response. If you mark NO for the required section marked with a red asterisk, the questions below each required question will NOT appear.



- The next section is where you will be filling in your contacts per category, just like the old activity report form

- Contacts made during GTSB overtime must be recorded separately from your agency contacts.

- GTSB overtime contacts will get recorded in the left hand column and your agency contacts will be recorded in the right hand column.

NOTE: The order of contact types below are NOT in the same order as the “old” monthly activity report, so be sure to enter your data into the correct boxes.

- To begin, click in the first text field, enter number of contacts (including a zero if there are no contacts) and then hit TAB

- Enter number of contacts for your agency and then hit TAB.

- Repeat this process for each of the following sections:

Impaired Driving

In the GTSB OT column, enter the contacts generated when officers were working GTSB overtime.

In the AGENCY column, enter the contacts generated when officers were working traffic safety for the agency. Do NOT include the contacts entered into the GTSB overtime column.

	GTSB OT	Agency
OWI Arrests - Alcohol		
OWI Tested, but No Arrest made		
OWI Arrests - Drugs		
DRE Call Outs (GTSB Stop only) (change to evaluations?)		
OWI Drug Tested, but No Arrest		
.02 Violations		
Underage Possession (traffic only)		
Open Container violations(driver)		

Occupant Protection

	GTSB OT	Agency
Seat Belt Citations (day 6am-6pm)		
Seat Belt Citations (night 6pm-6am)		
Child Restraint Citations		
Seat Belt Warnings (day 6am-6pm)		
Seat Belt Warnings (night 6pm-6am)		
Child Restraint Warnings		

Speed

	GTSB OT	Agency
Speed Citation		
Speed Warnings		

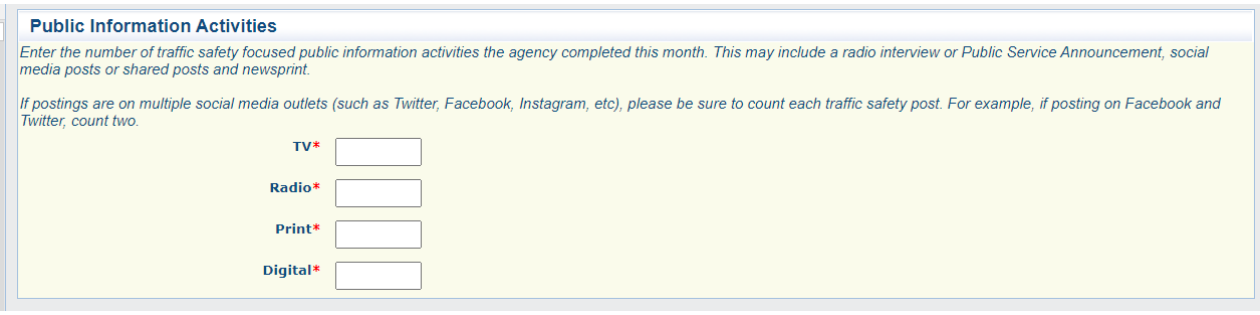
Other Violations

Count all other violations as "other citations/warnings."

For example: Citations or warnings for Improper pass, registration, etc. would be listed in this line item.

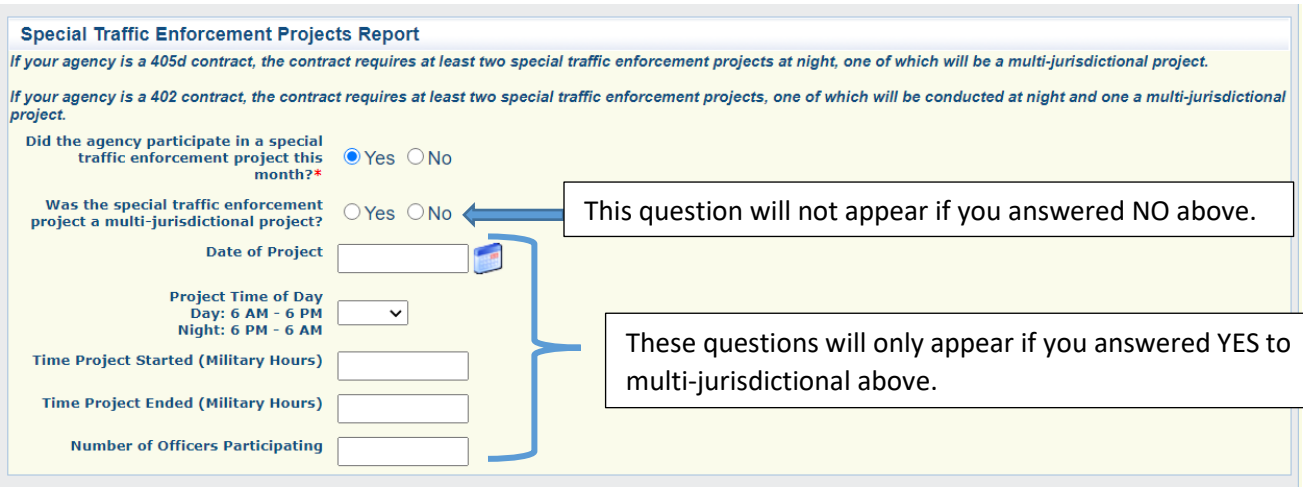
	GTSB OT	Agency
Stop Sign/Light Citations		
Electronic Device Citations		
Other Traffic Violation Citations		
Stop Sign/Light Warnings		
Electronic Device Warnings		
Other Traffic Violation Warnings		

- Complete the Public Information Activities. Each type is required, even if it is zero for the month

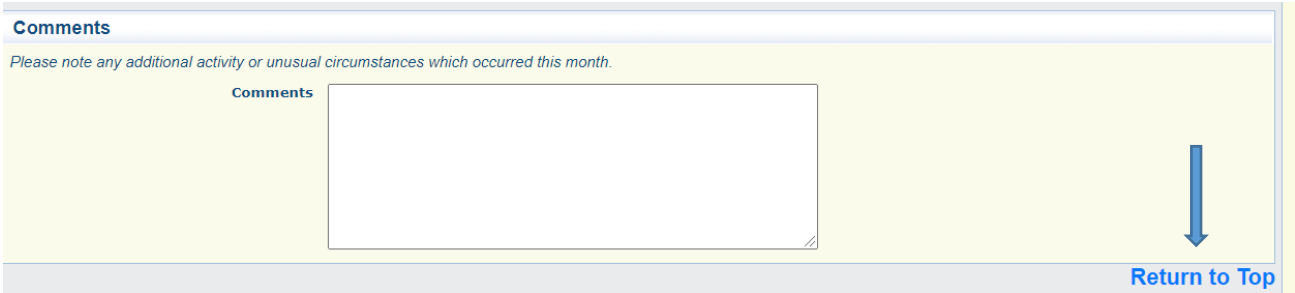


- Answer the required question in the Special Traffic Enforcement Projects Report box. These are the special traffic enforcement projects required in your contract. If your agency is a 402 contract, at least two special traffic enforcement projects are required during the year, one of which is conducted at night, and one a multi-jurisdictional project. If your agency is a 405d contract, at least two night time special traffic enforcement projects are required during the year, one of which is a multi-jurisdictional project.

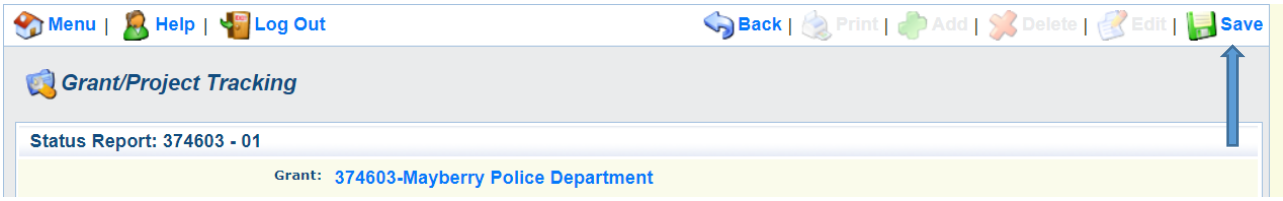
- The next question is conditional based on your response to the required question. If you mark NO for the required question, the rest of the questions will NOT appear.



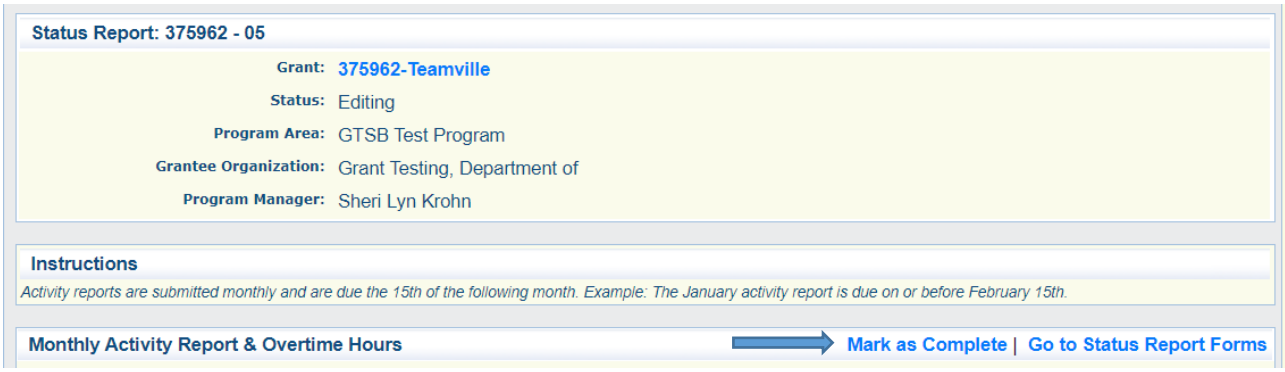
- Enter your comments, then click on **Return to Top**



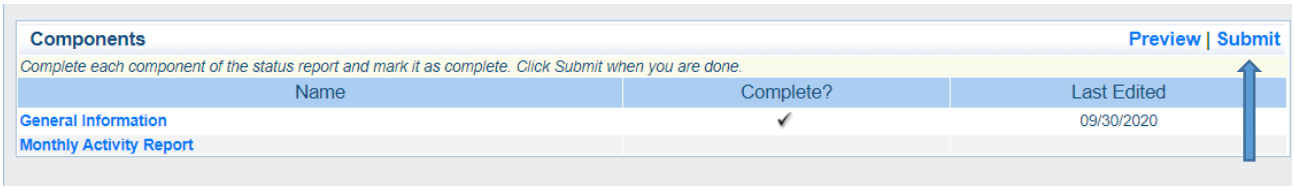
- Click **Save**



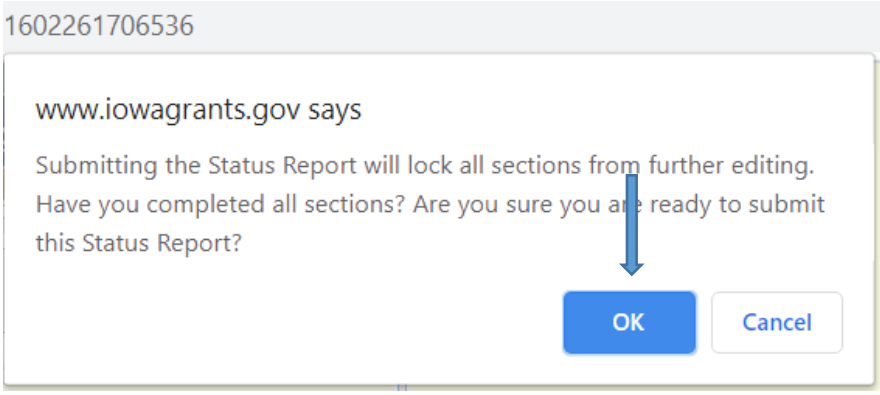
- Click **Mark as Complete**



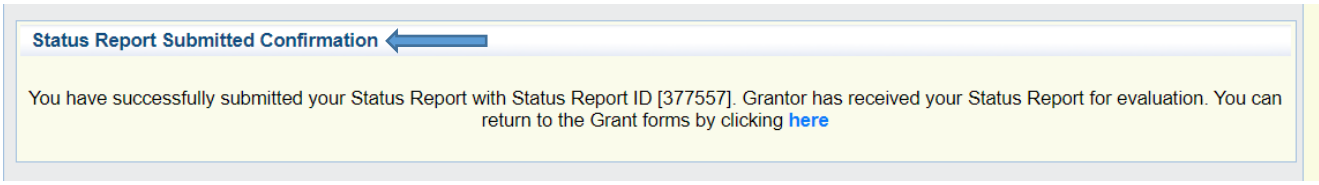
- Click **Submit**



- If there are no further edits to this form, click **OK**



Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.



FYI - Monthly Activity Reports are due by the 15th of the following month, indicated on each status report in Iowa Grants.

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374603 - 13	Seat Belt Survey	March Seat Belt Survey	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 14	Seat Belt Survey	August Seat Belt Survey	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted
374603 - 15	Inventory Quotes	Speed Trailer Quote	-		10/09/2020	-	Submitted

The Iowa Grants system will send you an automated courtesy reminder email 10 days prior to the due date indicating a "Status Report" is due soon. The system will email you again 3-5 days prior to the due date if you've still not submitted the report. The email will come from Iowa Grants.

- If you've submitted your report prior to the 5th of the following month, you should not receive this email.
- If you've started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you've not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com
Subject: Status Report Due Soon
Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:
Number: *Your Contract Number*
Name: *Your Grant Title*
Program Area: Governor's Traffic Safety Bureau
Grantee Organization: *Your Organization*
Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

https://www.iowagrants.gov